

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 200

Subsection: Personal Leave Days

September 2006

Reference: DHR policy manual

Purpose:

The Idaho School for the Deaf and the Blind (ISDB) recognizes that there are times when individuals simply must attend to pressing matters of a personal nature during the normal work week while other agencies and organizations have routine working hours. Time off will be granted to allow for the conduct of such business.

ISDB endeavors to provide our certified professional staff, support staff, and Outreach Consultants a benefits package as closely aligned with those afforded other certified professionals and teachers throughout the state.

Procedure:

Three (3) Personal Days each fiscal year are granted of which no more than two (2) may be used in a single semester. Any unused Personal Days do not accrue from one year to the next. Unused days will be reimbursed at the rate of \$50/day, paid out at a time convenient for the agency, but always before the end of each fiscal year.

Personal days off are granted to employees only by advance notice to supervisors, who must approve the absence from work as they would any other form of leave. Routine leave accounting forms (pink slips) will be filled out by employees and signed by supervisors to document taking Personal Days. Although employees should always plan ahead and give advance notice for the use of Personal Days, ISDB recognizes that situations may arise when this is not practical. At those times the employee is expected to provide the supervisor the same phone call or verbal notification as soon as possible that he/she would for other types of leave.

Supervisors will evaluate requests for Personal Days and, when appropriate in their judgment, recommend the use of another type of leave (VAC, SIC, etc). When all other types of accrued leave have been used up, Personal Days may be used for those other purposes.

Revised / Approved September 2006
Harvey W. Lyter III, Interim Superintendent